



JOB DESCRIPTION

Position Title: **Program Manager**

Working Area: **Human Resources**

Class Code: 4919

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Professional and supervisory work in the areas of classification, compensation, recruitment, member programs, labor relations, training and development programs, and related Human Resources activities.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Conducts and/or coordinates audits of position duties and responsibilities necessary for updating job descriptions, position classification, compensation information. Prepares job descriptions as necessary for County positions. Conducts position reviews of new positions for placement into the compensation plan. Screens applications for position qualifications and referral to department or division for selection interviewing. Participates in the selection process of assigned departments.

Maintains compensation plan and salary market data for County positions. Conducts and/or coordinates wage and salary surveys as required, analyzes data received, and makes appropriate recommendations. Prepares and conducts surveys of other Human Resources issues and reviews survey results and makes appropriate recommendations.

Develops, recommends, and coordinates training and development programs for County members. Assists with monthly new member orientation program. Researches, facilitates and coordinates training programs from outside resources and agencies. Conducts surveys and other analysis to identify training needs for County Departments.

Provides to assigned departments Human Resources Consultant services which include, but are not limited to; recruitment, member development, conducting classification reviews, policy and procedure development, interviewing applicants, conducting training and development programs, explaining member programs, and assisting assigned departments with resolving Human Resource Management issues.

Conducts and/or coordinates preliminary investigation of complaints, grievances, and appeals. Prepares packages for Appeal/Grievance Hearing Board as necessary.

Initiates and effectively recommends, for final approval by the Department Director, hiring, termination, performance evaluations, disciplinary, and/or commendatory actions for assigned members.

Coordinates the implementation of programs and projects with County Departments and Divisions as necessary. Presents training programs for management and supervisory development workshops, policy training seminars, and general member training programs. Assists in the research, development, implementation, and interpretation of the County Personnel Policies and Procedures. Coordinates, develops, and implements member programs designed to increase member morale, efficiency, and productivity. Assists Human Resources Director with administration of department activities.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Considerable knowledge of the principles, practices, and procedures of human resources administration. Considerable knowledge in specific areas of human resources management, including, but not limited to labor relations, equal employment opportunity, classification and compensation, training and development, recruitment and selection. Knowledge of training methodology and program design.

Ability to research information, analyze data to arrive at valid conclusions, and make appropriate recommendations. Ability to prepare comprehensive reports and present ideas clearly and make concisely. Ability to communicate effectively both orally and in writing. Ability to organize projects, work assignments, and schedule and delegate assignments. Ability to develop and maintain effective working relationships with the Department Directors, Division Managers, County members, subordinates and the general public. Ability to design and conduct training programs. Ability to conduct training needs assessments to meet the training needs of County Departments. Ability to prepare and deliver presentations before a variety of audiences. Ability to conduct position audits and organizational reviews. Ability to monitor funds budgeted for assigned programs and develop requests for program budget.

Bachelor's Degree in Business, Public Administration, Human Resources Management, or a closely related field, and three (3) years' responsible experience in Human Resources Management.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is primarily a general office setting, with some fieldwork as necessary. The incumbent performs most duties sitting at a desk, table, or workstation. Incumbents in this position are exposed to radiant and electrical energy found in the office environment.